

City of **Wyoming** Michigan

MEMORANDUM

To: All Employees

From: Curtis Holt, City Manager

Date: Monday, January 11, 2022

Re: COVID-19 Health and Safety Plan

The following is an updated COVID-19 Health and Safety Plan.

Key points:

- All COVID-19 cases, possible cases, exposures, and possible exposures **must always be reported**. Failure to report as required will result in disciplinary action. This is applicable for both an employee who fails to report and a supervisor who fails to follow and enforce protocol.
- Face coverings may be required, and specific requirements will change at various points. Look for directives from the City Manager's Office or the Human Resources Department as addendums to this Plan; additionally, more stringent masking requirements may be set by department heads. As of the revision date of this plan, the face covering directive issued on November 23, 2021, remains in effect.
- As the COVID-19 pandemic continues to evolve, this Plan may change. Future changes will be shared by the City Manager's Office or the Human Resources Department.
- Additional information can be found at on the [city's intranet site](#).

The City of Wyoming continues its commitment to reducing risk of contracting COVID-19 on the job and to promoting healthy and safe workplace practices for all employees. The City takes seriously its obligation to comply with the Occupational Safety and Health Administration's (OSHA) and the Michigan Occupational Safety and Health Administration's (MIOSHA) requirements to provide a safe and healthy workplace.

The City's response to COVID-19 is based on the latest guidance and legal requirements from the United States Centers for Disease Control and Prevention (CDC), federal OSHA, MIOSHA, MDHHS, Kent County Health Department, and other public health and safety requirements and guidelines. The City's response continues to be subject to change based on updated guidance and requirements provided by those entities and/or as the City's operational needs and experiences change.

This Plan; the City's [Infectious Disease Policy](#); and any additional directives, establish minimum standards applicable to all City employees and departments citywide. In addition, individual departments may require additional protection needed to comply with more stringent legal requirements and/or to address department needs.

All employees must:

- Be familiar with this Plan and the status of all City COVID-19 plans, policies, charts, and directives.
- Report all COVID-19 cases, possible cases, exposures, and possible exposures following established protocols, and notify supervisor.
- Set a good example; scrupulously follow all City COVID-19 policies, protocols, and directives.
- Advise the department head and the Human Resources Department of any issues or questions.

All department heads, managers, supervisors, command staff, and lead workers must:

- Be familiar with this Plan and the status of all City COVID-19 plans, policies, charts, and directives.
- Report all COVID-19 cases, possible cases, exposures, and possible exposures following established protocols.
- Be ready to answer questions from employees and the Human Resources Department.
- Set a good example; scrupulously follow all City COVID-19 policies, protocols, and directives.
- Ensure all employees follow COVID-19 policies and protocols. Hold employees accountable and report such violations to the department head and the Human Resources Department.
- Advise the department head and the Human Resources Department of any issues or questions.

For any COVID-19 symptoms, positive test results, or close contacts/exposures, refer to the COVID-19 charts on the [intranet](#):

All COVID-19 cases, possible cases, exposures, and possible exposures must always be reported. Failure to report as required will result in disciplinary action.

Employees may only return to work in accordance with established policies, protocols, charts, and directives. Refer to the COVID-19 charts for return-to-work information.

The City is committed to maintaining a workplace in which all employees are treated with dignity and respect. At various times, the face covering requirement will be changed to be strengthened or relaxed. If it is relaxed, some employees may still choose to wear a face covering for various reasons (compromised immune system, comfort level, etc.). The City will not tolerate harassment or teasing of those who choose to wear face coverings.

The City has implemented multiple layers of controls to help protect all employees, including:

- Implementing an [Infectious Disease Policy](#),
- Implementing face covering directives (contact your supervisor for the most current information)
- Offering paid time off for employees to get vaccinated,
- Encouraging physical distancing,
- Providing employees with face coverings,
- Installing glass, plexiglass, and other barriers,
- Providing employees with hand sanitizer and encouraging additional hand washing,
- Testing and maintaining ventilation systems,
- Performing routine cleaning and disinfection and additional cleaning and disinfection after report of COVID-19 positive cases,
- Recording and reporting COVID-19 infections and deaths as required under mandatory OSHA rules,
- Providing weekly updates from the City Manager's Office, and
- Continuing to monitor guidance, laws, and regulations, and local and regional case levels.

If you are unvaccinated you are strongly encouraged to be vaccinated.

Before personal travel, employees should check the travel restrictions imposed by the countries, states, or localities they will visit. Employees should also check for restrictions that will impact their return to work after travel.

Employees or anyone in their household who are experiencing difficulties because of the COVID-19 pandemic are encouraged to contact the Pine Rest Employee Assistance Program. Pine Rest EAP is a free and confidential resource. Call 800-442-0809 or visit to <https://pinerest.personaladvantage.com/>. The Company Username is 'Wyoming'.

Due to the continually evolving nature of COVID-19, this Plan is subject to change.